

The Professional Internal Affairs Certification for Public Safety “Certified Internal Affairs Investigator/ Supervisor”

A professional training, education and certification program offered by the **Public Agency Training Council**, Indianapolis, IN., and endorsed by the **National Internal Affairs Investigator Association**.



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Certification Overview

- To provide law enforcement, fire service and public risk management agencies with a training and education program that will enhance the performance of Internal Affairs/ Office of Professional Standards operations. These operations encompass administrative investigations, response to complaints alleging employee misconduct or agency dissatisfaction, employee discipline, high risk/critical task audits and preliminary risk management assessments. It is understood that not all agencies may have a designated unit assigned to these tasks, but the training is designed to provide guidance for personnel assigned to conduct these types of investigations, supervise these investigations, oversee the process and/or adjudicate these types of investigations
- To provide employees assigned the task of conducting these administrative investigations with the investigative tools necessary to conduct fair and reasonable investigations
- To provide graduates of the program with the ability to evaluate, modify and/or enhance their agency's written and operational directives concerning citizen complaint processes, administrative investigations, risk management oversight, internal affairs functions and employee discipline
- To provide supervisors responsible for internal affairs/citizen complaint operations with the necessary tools to ensure that the process is conducted in a fair and reasonable manner
- To provide public risk management personnel with the essential knowledge and tools to conduct comprehensive oversight and audit of this function
- To provide the most up-to-date legal and generally accepted practices foundation for employee discipline and the conduct of administrative investigations
- To provide successful candidates with industry recognition for engaging in personal and professional development in this essential public safety task

Certification Validity:

Certification will be valid for three (3) years. The successful candidate will receive special recognition for this achievement. During this three (3) year period, each successful graduate will be provided with a regular update bulletin in either printed, electronic or CD format.

Certification will provide the opportunity for networking with other nationally Certified Internal Affairs Investigators. This allows certified members to share information and discuss issues in conducting internal and administrative investigations.

Re-Certification:

Graduates of the Certification Program who desire to maintain their current status as a Certified Internal Affairs Investigator/Supervisor will be required to attend one (1) PATC Internal Affairs related training program during the three (3) year period (visit ia.patc.com for a listing of related programs). Individuals must also re-take the examination. **In addition**, attendance at the day Internal Affairs Conference is mandatory in the year re-certification is sought.

Testing Requirement:

Each applicant applying for certification will be required to pass a written examination and provide a 500-word research paper to be completed within 3 months of attending the conference. The written examination will address significant IA/OPS questions. The subject of the written paper must adhere to the list of topics designated by the Advisory Board. Some of these papers may be featured in the PATC Email Newsletter and all will be archived by PATC for retrieval by anyone accessing the website.

Criteria for Professional Certification:

There is no cost to challenge the IA Certification Program. Each successful candidate will receive an appropriate printed certification. Attend one of the qualifying training modules presented by the PATC within the last five (5) years or attended an NIAIA Annual Conference. Within the year the candidate seeks Certification, the candidate must attend a 5-day Internal Affairs Conference presented by PATC. This seminar is considered essential as it is designed to spotlight the most up-to-date issues, trends and legal developments in the IA/OPS operations

Visit us on the web for more details.
ia.patc.com



Public Agency Training Council

5235 Decatur Blvd
Indianapolis, Indiana 46241

Phone: 1-800-365-0119

Fax: 317-821-5096

Email: questions@patc.com

Visit us on the Web at:
www.patc.com

September 17, 18, 19, 20 & 21, 2018•Columbus, Ohio

Public Agency Training Council

Mark Waterfill, President



National Criminal Justice

Public Safety Continuing Education



Sponsored By:
**National Internal Affairs Investigators
Association**

Sponsored By:
Columbus Police Department
Columbus, Ohio

Internal Affairs Conference & Certification

Specialized Issues In Internal Affairs Investigations,
Employee Discipline, and Legal Issues

Instructors:

Timothy J. Longo, Sr., J.D.
Chief (Retired)
Charlottesville Police Department
Charlottesville, Virginia

Stephen Campbell
Major (Retired)
Providence, RI Police Department
Providence, Rhode Island

Jeff Carter, Major
Fayette County Detention Center
Lexington, Kentucky

Shaun Santos, Attorney
Sergeant
Lowell Police Department
Lowell, Massachusetts

Rick Lober J.D., C.I.G.A.
Inspector General (Retired)
Florida's Department of Environmental
Protection

September 17, 18, 19, 20 & 21, 2018

Columbus, Ohio

Register On-Line At: www.patc.com

Seminar Agenda

Internal Affairs Conference & Certification

Specialized Issues In Internal Affairs Investigations,
Employee Discipline, and Legal Issues

September 17, 18, 19, 20 & 21, 2018•Columbus, Ohio

Monday, September 17, 2018

8:00 a.m. -8:30 a.m. **Registration**
8:30 a.m. - 5:00 p.m. **Timothy Longo**
(With Breaks and Lunch On Own)

Chief Timothy J. Longo, Sr., J.D.

Chief Longo began his law enforcement career with the Baltimore Police Department in 1981. In September of 1990, he was reassigned to the Education and Training Division as the agency's primary law instructor. April of 1993, he assumed command of the department's Special Investigation Section within the Internal Investigation Division. His duties focused on the investigation of criminal wrongdoing within the department's ranks. Chief Longo retired and served briefly as a Senior Associate with a public sector consulting firm in Rockville, Maryland. In February of 2001, he was selected to serve as the Chief of Police for the City of Charlottesville, Virginia where he retired in May of 2016. He is currently Assistant Professor and Program Director of Public Safety Administration for the University of Virginia and was appointed to a position within the School of Continuing and Professional Studies to coordinate the development of a Master's Degree Program in Public Safety Administration. Chief Longo is a graduate of Towson University in Baltimore where he served as an Adjunct Professor. He is a graduate of the University of Baltimore, School of Law. Chief Longo lectures across America in the field of Ethics, Professional Standards and Internal Affairs.

- First amendments implications on administrative investigations and employee discipline
- Administrative searches
- Garrity, unraveling the mystery
- Code of Silence and its adverse potential for IA/OPS investigations
- Contempt of Cop: how this can create civil liability

Tuesday, September 18, 2018

8:00 a.m.—5:00 p.m. **Jeff Carter**
(With Breaks and Lunch On Own)

Jeff Carter is currently the Major over Operations at the Fayette County Detention Center in Lexington, Ky. Over his 18 year career he has worked all levels of custody inside a 1300 bed correctional facility located in the horse racing capital of the world. Jeff was an instructor for 5 years inside the Division Academy where he trained over 700 recruits, molding them into successful leaders in the Corrections field. He's trained and commanded the CERT team as well as taught Drill and Ceremony to the Division Honor guard. While promoting through the ranks he commanded the Professional Standards Unit where he specialized in Internal Affairs investigations and Gang Intel for 7 years. Jeff completed over 200 administrative investigations, as well as, conducted over 100 PREA (Prison Rape Elimination Act) investigations. He is well versed in PREA as he is a PREA Investigator Instructor. Jeff has also completed the top Leadership Academies at the National Institute of Corrections in Aurora, Co.

- Administrative investigations in Jail setting
- Officer Deviance – What we investigate inside the walls
- Investigating Sexual Assaults inside corrections facilities in relation to PREA

Wednesday, September 19, 2018

8:00a.m.—12:00 p.m. **Steve Campbell**
(With Breaks and Lunch On Own)

Stephen Campbell began his Law Enforcement career with the Providence Rhode Island Police Department in 1982 and retired at the rank of Major, Chief of Detectives, in 2008. During his 26 years he worked in numerous bureaus within the department including the Detective Bureau, and developed and commanded the Domestic Violence Unit.

Seminar Agenda (continued)

As the Chief of Detectives he had oversight of all Major Crimes, Narcotics Bureau & Organized Crime, Crime Scene Investigation, and Youth Services. Steve is the Director of the Policy Committee for the Legal and Liability Risk Management Institute (LLRMI). He is a graduate of the Senior Management Institute for Policing at the Police Executive Research Forum (PERF) at Boston University. He holds a Bachelor of Science Degree in Administration of Justice from Roger Williams University, Bristol RI and a Master of Science Degree in Administration of Justice from Salve Regina University, Newport RI.

Sexual harassment is a form of sex discrimination and violates Title VII of the Civil Rights Act of 1964 when it occurs in the workplace. This four-hour training will discuss all aspects of workplace sexual harassment and discrimination from

- Creating a policy and training to the policy
- How to file a complaint
- Receiving complaint
- Investigating the complaint
- Avoiding the sex-related lawsuit

1:00 p.m.—5:00 p.m. Shaun Santos

Sgt. Santos has been a law enforcement officer for 20 years, with over 15 years experience as a Narcotics Detective. He has extensive experience working with the Drug Enforcement Administration conducting electronic surveillance investigations in to the Drug Trafficking Organizations. Shaun is currently assigned to the DEA's Financial Investigations Team (FIT), anti-money laundering group, responsible for conducting large international money laundering investigations. He has experience with foreign and domestic money pick-ups, international bank wire transfers, familiarity with Black Market Peso Exchange, and Attorney General Exempt Operations (AGEO), allowing for the laundering of drug proceeds in furtherance of narcotics investigations.

Shaun has received his Bachelor Degree in Criminal Justice, University of Massachusetts, Lowell, MA; Masters Degree from Anna Maria College; and Juris Doctorate from Suffolk University Law School.

Sgt. Santos specializes in training law enforcement officers on conducting investigations:

- Best Practices
- Admin vs Criminal Investigations
- Overcoming Internal Investigation Pitfalls

Thursday, September 20, 2018

8:00a.m.—5:00 p.m. **Rick Lober**
(With Breaks and Lunch On Own)

Richard Lober specializes in training for law enforcement officers, correctional officers and investigators for government agencies. Until his retirement in May 2010, Richard Lober was the Inspector General for Florida's Department of Environmental Protection, which had over 4,000 employees. The Inspector General had independent authority concerning all matters relating to the investigation and review of misconduct, fraud, waste, misuse/abuse and mismanagement of the agency's resources. Mr. Lober has served as the Chief Inspector of the Office of Executive Investigations for the Florida Department of Law Enforcement (FDLE). This office, which reported directly to the FDLE Commissioner, handled Governor Ordered investigations, high profile public corruption cases, internal investigations and background investigations of Governor Appointees. Mr. Lober received his Juris Doctorate in 1983 from Western New England School of Law and began his legal career as a prosecutor with the Miami-Dade State Attorney's Office.

- Sexual Misconduct in Law Enforcement & Corrections
- Workplace Discrimination Issues (other than sexual harassment)
- Social Media Misconduct

Friday, September 21, 2018

8:00 a.m.—12:00 p.m. Rick Lober

- Body-Worn Cameras and the Impact on Citizen Complaints
- Disciplinary Matrix
- Early Intervention Systems

12:00 p.m. Certificate Presentation

3 Ways to Register for a Seminar!

1. Register Online at www.patc.com — Yellow link upper left corner.

2. Fax Form to Public Agency Training Council **FAX: 1-317-821-5096**

3. Mail Form to

Public Agency Training Council
5235 Decatur Blvd.
Indianapolis, Indiana 46241

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***NEW**

***** Pre-payment is not required to register *****

Upon receiving your registration we will send an invoice to the department or agency .

Checks, Claim Forms, Purchase Orders should be made payable to:

Public Agency Training Council

If you have any questions please call

317-821-5085 (Indianapolis)

800-365-0119 (Outside Indianapolis)



Seminar Title:	Internal Affairs—5 Day	Seminar ID #15638
Instructors:	Multiple	
Seminar Location:	Columbus, Ohio Division of Police Training Academy 1000 North Hague Avenue Columbus, Ohio 43204-2121	
When:	September 17, 18, 19, 20 & 21, 2018	
Registration Time:	8:00 A.M. (September 17, 2018)	
Hotel Reservations:	Drury Inn 88 East Nationwide Blvd Columbus, Ohio 43215 1-614-221-7008 \$88.00 Single or Double (plus tax)	
Registration Fee:	\$595.00 Includes Internal Affairs Class Course Material Coffee Breaks, & Certificate of Completion.	

Names of Attendees 1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attn: _____
(Must Be Completed)

Address _____

City _____ **State** _____ **Zip** _____

Email _____

Phone _____

Fax _____

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